



Administrative Services Committee      Commission Chamber- 10/27/2014- 1:15 PM  
Meeting

### **ADMINISTRATIVE SERVICES**

1. Discuss adoption of the 2012 Land Bank Act. ☐ Attachments
2. Approval for HR Department to revise the current 2014 Holiday Schedule to allow employees to observe December 25 and December 26 as the holiday instead of December 24 and December 25. ☐ Attachments
3. Approve Year 2015 – 2019 Consolidated Plan and 2015 Action Plan for Community Development Block Grant (CDBG) Program, Home Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, Housing Opportunities for Persons with AIDS (HOPWA) Program. ☐ Attachments
4. Discuss the update on the Disparity Study. **(No recommendation from Administrative Services Committee September 29, 2014) (Referred from October 7 Commission meeting) (Referred from October 13 Administrative Services Committee)** ☐ Attachments
5. Motion to approve the minutes of the Administrative Services Committee held on October 13, 2014. ☐ Attachments

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**Administrative Services Committee Meeting  
10/27/2014 1:15 PM  
2012 Land Bank Act**

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**Department:** Clerk of Commission

**Caption:** Discuss adoption of the 2012 Land Bank Act.

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are Available  
in the Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

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**Administrative Services Committee Meeting  
10/27/2014 1:15 PM  
2014 Holiday Schedule Revision**

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**Department:** Human Resources

**Caption:** Approval for HR Department to revise the current 2014 Holiday Schedule to allow employees to observe December 25 and December 26 as the holiday instead of December 24 and December 25.

**Background:** Christmas day falls on a Thursday this year and it would be more economical and beneficial to close all offices on Thursday (12/25) and Friday (12/26) rather than Wednesday (12/24) and Thursday (12/25). If we keep the holiday schedule as it is currently, this would mean that we would close the offices on Wednesday and Thursday and reopen on Friday. Most employees will take annual on day 12/26 anyway because it is the day after Christmas and it is on a Friday. Therefore closing the office on 12/26 would allow a cost savings to Augusta and benefit to employees who would not therefore have to use annual leave.

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:** Approve revised current 2014 Holiday Schedule to observe Christmas Holiday on December 25 and December 26.

**Funds are Available  
in the Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

**Finance.**

Cover Memo

Item # 2

**Law.**  
**Administrator.**  
**Clerk of Commission**

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## HUMAN RESOURCES DEPARTMENT

**Tanika R. Bryant**  
Director

HR BULLETIN #2013 -1

2014 HOLIDAY SCHEDULE
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**TO:** Department Directors and Employees

**FROM:** Tanika R. Bryant, Human Resources Director

**DATE:** October 09, 2014

**RE:** **2014 Holiday Schedule**

The following shows the holidays that will be observed for employees of Augusta, GA in 2014:

New Year's Day	Wednesday, January 1
Martin Luther King, Jr. Day	Monday, January 20
Good Friday	Friday, April 18
Memorial Day	Monday, May 26
Independence Day	Friday, July 4
Labor Day	Monday, September 1
Veterans Day	Tuesday, November 11
Thanksgiving Day	Thursday, November 27
Day after Thanksgiving	Friday, November 28
Christmas Day	Thursday, December 25
Day after Christmas	Friday, December 26

**Augusta Human Resources Department**  
530 Greene Street  
Room 601 – Municipal Building  
(706) 821-2303 (706) 821-2867 FAX  
Job Line: 821 -2305  
[WWW.AUGUSTAGA.GOV](http://WWW.AUGUSTAGA.GOV)

Item # 2



**Administrative Services Committee Meeting  
10/27/2014 1:15 PM  
2015-2019 Consolidated Plan and 2015 Action Plan**

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<b>Department:</b>	Housing and Community Development
<b>Caption:</b>	Approve Year 2015 – 2019 Consolidated Plan and 2015 Action Plan for Community Development Block Grant (CDBG) Program, Home Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, Housing Opportunities for Persons with AIDS (HOPWA) Program.
<b>Background:</b>	In order to fulfill statutory and regulatory requirements mandated by the U.S. Department of Housing and Urban Development with regard to the 2015-2019 Consolidated Plan and 2015 Action Plan, the City of Augusta is required to make available for public comment the 2015-2019 Consolidated Plan that provides the jurisdiction an opportunity to review the City of Augusta, Housing and Community Development Department's local strategy to address needs in the areas of community development, economic development, housing and homelessness. This proposal includes an Action Plan for 2015 with a budget that includes anticipated funding allocations for the Community Development Block Grant (\$1,703,221), HOME (\$733,800), ESG (\$142,880) and HOPWA (\$927,957) plus CDBG Program Income from loan repayments of \$150,000 and HOME loan repayments of \$235,000.
<b>Analysis:</b>	If supported by the Augusta City Commission, the Housing and Community Development Department will be able to fund these projects in accordance with the submission of the 2015-2019 Consolidated Plan to the U. S. Department of Housing and Urban Development (HUD).
<b>Financial Impact:</b>	If approved by the City Commission, the Plan will continue to provide funding of needed services and housing projects for low-to moderate-income households throughout the City of Augusta.
<b>Alternatives:</b>	None Recommended
<b>Recommendation:</b>	Accept the 2015-2019 Consolidated Plan Action Plan by resolution, so that the Housing and Community Development

Department may move to submit this plan to the HUD Regional Office (Atlanta, GA) for REVIEW AND APPROVAL.

**Funds are Available  
in the Following  
Accounts:**

Not Applicable

**REVIEWED AND APPROVED BY:**

**Finance.**

**Law.**

**Administrator.**

**Clerk of Commission**

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## 2015 PROPOSED ALLOCATIONS

2015 (CDBG) Community Development Block Grant Program B-15-MC-13-0004			
			Proposed Budget
Entitlement			\$1,703,221.00
Program Income			\$150,000.00
<b>TOTAL</b>			<b>\$1,853,221.00</b>
IDIS #	Project #	Projects	Proposed Budget
<b>Acquisition (\$90,305)</b>			
	15010	Acquisition	\$90,305.00
<b>Public Facilities (\$50,000)</b>			
	15030	Jessye Norman Improvements	\$50,000.00
<b>Clearance/Demolition (\$236,713)</b>			
	15040	Clearance & Demolition	\$236,713.00
<b>Public Services (\$253,500)</b>			
	15050	Action Ministries, Inc.	\$19,000.00
	15051	Augusta Mini Theatre	\$14,000.00
	15052	Boys & Girls Club of the CSRA	\$19,000.00
	15053	CSRA Business League	\$12,500.00
	15054	CSRA EOA	\$24,000.00
	15055	Golden Harvest Food Bank	\$14,000.00
	15056	Good Hope Social Services	\$5,000.00
	15057	Hope House	\$19,000.00
	15058	Kids Restart	\$19,000.00
	15059	MACH Academy	\$15,000.00
	1505A	New Bethlehem Community Center	\$10,000.00
	1505B	Salvation Army	\$21,500.00
	1505C	Senior Citizens Council	\$10,000.00
	1505D	United Way of the CSRA	\$19,000.00
	1505E	HCD Homeless Transportation	\$32,500.00
<b>TOTAL</b>			<b>\$253,500.00</b>

**Housing and Community Development**  
 925 Laney-Walker Boulevard, Augusta, GA 30901  
 (706) 821-1797 – Fax (706) 821-1784 – TDD – 821-1783  
[www.augustaga.gov](http://www.augustaga.gov)



Item # 3



<b>2015 CDBG PROPOSED ALLOCATIONS (CONTINUED)</b>			Proposed Budget
<b>Permanent Supportive Housing (\$24,483)</b>			
	1405H	Supportive Housing Project(s)	\$24,483.00
<b>Relocation (\$60,000)</b>			
	14080	Relocation - HCD	\$60,000.00
<b>Rehabilitation (\$685,076)</b>			
	14140	Housing Rehabilitation Program	\$685,076.00
<b>Economic Development (\$82,500)</b>			
	14181	Small Business Development	\$82,500.00
<b>General Administration (\$370,644)</b>			
		HCD Administrative (20% cap including PI)	\$335,644.00
		Fair Housing	\$35,000.00
<b>TOTAL</b>			<b>\$370,644.00</b>

		<b>2015 Emergency Solution Grant (ESG) Program</b>	
			Proposed Budget
Entitlement			\$142,880.00
Program Income			\$0.00
<b>TOTAL</b>			<b>\$142,880.00</b>

IDIS #	Project #	Projects	
	E151	Action Ministries	\$22,164.00
	E152	Family Promise of Augusta	\$20,000.00
	<u>E153</u>	<u>Safe Homes, Inc.</u>	\$25,000.00
	E155	St. Stephens Ministry	\$15,000.00
	E156	The Salvation Army	\$25,000.00
	E157	United Way of the CSRA	\$25,000.00
	E158	HCD Administration (7.5% cap)	\$10,716.00
<b>TOTAL</b>			<b>\$142,880.00</b>

		<b>2015 HOME Investment Partnerships Program</b>	
			Proposed Budget
Entitlement			\$733,800.00
Program Income			\$235,000.00
<b>TOTAL</b>			<b>\$968,800.00</b>
IDIS #	Project #	Projects	
		Housing Redevelopment Initiative	\$649,627.40
		CHDO Set-aside (15% minimum)	\$105,118.50
		Homeowner Assistance Program	\$100,000.00
		CHDO Operating	\$40,675.00
		HCD Administrative (10% cap)	\$73,379.10
<b>TOTAL</b>			<b>\$968,800.00</b>

		<b>2015 HOPWA Housing Opportunities for Persons with AIDS GA-H-15-F002</b>	
			Proposed Budget
Entitlement			\$938,098.00
Program Income			
<b>TOTAL</b>			<b>\$938,098.00</b>
IDIS #	Project #	Projects	
		Hope Health, Inc.	\$370,955.00
		St. Stephens Ministry	\$215,000.00
		Family Initiative of the CSRA	\$150,000.00
		East Augusta CDC	\$174,000.00
		Administration (3% cap)	\$28,143.00
<b>TOTAL</b>			<b>\$938,098.00</b>



**Administrative Services Committee Meeting  
10/27/2014 1:15 PM  
Disparity Study**

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**Department:** Administrator's Office

**Caption:** Discuss the update on the Disparity Study. (No recommendation from Administrative Services Committee September 29, 2014) (Referred from October 7 Commission meeting) (Referred from October 13 Administrative Services Committee)

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are Available  
in the Following  
Accounts:**

**REVIEWED AND APPROVED BY:**



**Administrative Services Committee Meeting  
10/27/2014 1:15 PM  
Minutes**

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**Department:** Clerk of Commission

**Caption:** Motion to approve the minutes of the Administrative Services Committee held on October 13, 2014.

**Background:**

**Analysis:**

**Financial Impact:**

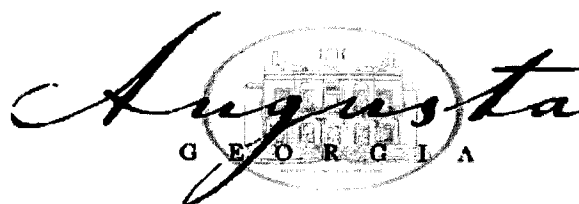
**Alternatives:**

**Recommendation:**

**Funds are Available  
in the Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

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## Administrative Services Committee Meeting Commission Chamber - 10/13/2014

### ATTENDANCE:

Present: Hons. Davis, Vice Chairman; Fennoy and Hasan, members.

Absent: Hons. Deke Copenhaver, Mayor and Lockett, Chairman.

### ADMINISTRATIVE SERVICES

1. Authorize Submission of all 2014 Application Exhibits and documentation for the Continuum of Care Application to HUD and grant the Mayor the authority to execute all forms associated with the application, which also include Submission of the Follow-up Technical Submission Application, Renewal Grant Agreements and Annual Progress Reports (APR). **Item Action: Approved**

#### Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner William Fennoy	Commissioner Ben Hasan	Passes

2. Discuss the update on the Disparity Study. (No recommendation from Administrative Services Committee September 29, 2014) (Referred from October 7 Commission meeting) **Item Action: Approved**

#### Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item back to committee. Motion Passes 3-0.	Commissioner Ben Hasan	Commissioner William Fennoy	Passes

3. Motion to approve the minutes of the Administrative Services Committee held **Item # 5**

on September 29, 2014.

**Action:**  
Approved

**Motions**

<b>Motion Type</b>	<b>Motion Text</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Motion Result</b>
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Ben Hasan	Commissioner William Fennoy	Passes

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